



**A REPORT OF INTERNSHIP  
AT ICT CENTER UNIVERSITAS NEGERI MAKASSAR**

**Submitted to the Faculty of Languages and Literature,  
Universitas Negeri Makassar  
as the Partial Fulfillment of the Requirement for the Diploma Degree**

**by:  
ADE ERVINA RESKI  
1752132005**

**BAHASA INGGRIS D-III  
ENGLISH DEPARTMENT  
FACULTY OF LANGUAGES AND LITERATURE  
UNIVERSITAS NEGERI MAKASSAR  
2020**

## PERSETUJUAN PEMBIMBING

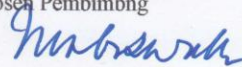
Judul : A Report of Internship at ICT Center  
Universitas Negeri Makassar

Nama : Ade Ervina Reski  
NIM : 1752132005  
Jurusan : Bahasa Inggris  
Program Studi : Bahasa Inggris D III / Business English

Setelah laporan ini diperiksa dan diteliti, maka laporan ini memenuhi syarat untuk  
diseminarkan.

Makassar, 9 Januari 2020

Menyetujui,  
Dosen Pembimbing



**Prof. Dr. Muhammad Basri Wello, M.A**  
NIP: 19521105 197603 1 002

## PENGESAHAN SEMINAR AKHIR LAPORAN PKL

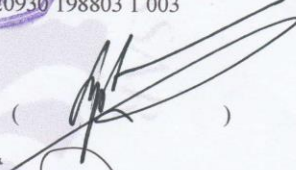
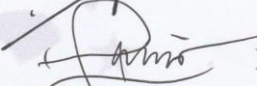
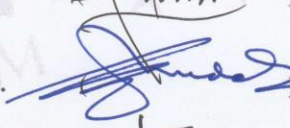
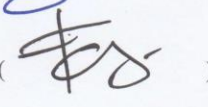


Laporan dengan judul **A REPORT OF INTERNSHIP AT ICT CENTER UNIVERSITAS NEGERI MAKASSAR** atas nama **Ade Ervina Reski, NIM 1752132005**, diterima oleh Panitia Seminar Akhir Laporan PKL Program Studi Bahasa Inggris D-III, Jurusan Bahasa Inggris, Fakultas Bahasa dan Sastra, Universitas Negeri Makassar, dengan SK No.194/UN36.5/EP/2020 untuk memenuhi persyaratan guna memperoleh gelar Ahli Madya pada Program Studi Bahasa Inggris D-III pada tanggal 21 Januari 2020.

Makassar, 21 Januari 2020

Disahkan:  
Dekan Fakultas Bahasa dan Sastra

**Dr. Syukur Saud, M.Pd.**  
NIP.19620930 198803 1 003

### Panitia Ujian:

1. Ketua Panitia  
**Dr. Syukur Saud, M.Pd.** (  )
2. Sekretaris  
**La Sunra, S.Pd., M.Hum.** (  )
3. Ketua Jurusan  
**Samtidar, S.Pd., M.Ed., TESOL., Ed.D.** (  )
4. Ketua Prodi  
**Dr. Fatimah Hidayahni Amin, M.Pd., M.A.** (  )
5. Pembimbing  
**Prof. Dr. Muhammad Basri Wello, M.A.** (  )
6. Pengamat  
**Indrawaty Asfah, M.Ed., TESOL Int., M.Buss.** (  )

## TABEL OF CONTENT

COVER.....	i
HALAMAN PERSETUJUAN PEMBIMBING.....	ii
HALAMAN PENGESAHAN .....	iii
TABLE OF CONTENT.....	iv
LIST OF FIGURE .....	vi
ACKNOWLEDGEMENT.....	vii
CHAPTER I. INTRODUCTION .....	1
A. Background.....	1
B. The Objectives of the Internship .....	2
C. The Significances of the Internship .....	2
CHAPTER II. GENERAL DESCRIPTION.....	3
A. General Description of Company/Institution .....	3
B. Organizational Structure of ICT Center UNM .....	4
C. Position and Personel.....	4
D. The Activities of Organizational Structure.....	5
E. Job Description .....	10
CHAPTER III. SPECIFIC DESCRIPTION.....	11
A. Place of Internship .....	11
B. Time of Internhip.....	11
C. Internship Procedure.....	11
CHAPTER IV. OUTCOMES AND BENEFIT.....	13
A. Outcomes .....	13
B. Benefits.....	14

CHAPTER V. CONCLUSION AND SUGGESTION.....	16
A. Conclusion.....	16
B. Suggestion .....	16
BIBLIOGRAPHY .....	17
APPENDICES .....	18
I. Attendance List.....	18
II. Evaluation Form .....	21
III. Internship Products .....	23
IV. Documentations .....	25
CV .....	29

## **LIST OF FIGURE**

### **FIGURE**

2.1 The Organizational Structure of ICT Center UNM .....	4
--	---

## **ACKNOWLEDGEMENT**

Praise to the Almighty Allah SWT because by the grace of Allah, the intern had finished this report of internship as a partial fulfillment of the requirements for Diploma-III degree of Business English Program at the Faculty of Language and Literature, Universitas Negeri Makassar.

The intern realizes fully that this report could not be completed without the assistance and motivation from a number of people. Therefore, the intern also grateful to many people who contributed their ideas and time to her in completing her report.

The intern wants to take this opportunity to express her profound gratitude to her academic advisor, Prof. Dr. H. Basri Wello, M.A. for all his advices which make the intern becomes better and her guidance in arranging this report.

The intern wants to thank to Dr. Syukur Saud, M.Pd. as the Dean of Language and Literature Faculty, Universitas Negeri Makassar; Samtidar, M.Ed.,Tesol,Ed.D as the Head of English Department; Dr. Fatimah Hidayahni Amin, M.pd.,M.A. as the Head of Business English Study Program; and also thanks to all lectures of English Department for sharing the valuable knowledge and to all the staff of Language and Literature Faculty for their services.

The intern also wants to thank to Dr. Eng. H. Muhammad Agung, ST., MT. as the Director of ICT Center Universitas Negeri Makassar and Dr. Eng. Jumadi M. P., M.Kom. as the head of Divisi Programming who gave the opportunity to the intern to did her internship at ICT Center Universitas Negeri Makassar.

The intern deepest gratitude goes to her beloved parents, S. Reski, S.Pd.,M.Pd. and Irma, S.Pd.i, who always pray, educate, encourage, and provide countless material support, so that the intern could finish her study. They are parents that never show their tiredness in order to support

their oldest child, their daughter. Besides that, the intern also thank to her big family who always give many kinds of spirit, material report, and pray in finishing her study, especially her brothers Muh. Naufal Zhafran Reski and Muh. Aspan Liban Reski who always providing her with a hug when she came home, and for the litle brother in the heaven, we love you.

The intern also wants to give special thank to her friends, they are Anja, Yana, Inda, Ammar, Shaddiq, and Syahrul. Thank you for always in her side, give support and spirit. Also thank you to all of friends in Business English A 2017 for always supporting each other, learning together and sharing insight together until the end of the study.

The intern realizes this report far from being perfect. Constructive suggestion and criticism from the reader will help this report more perfect.

Makassar, January 2020

The Intern



# **CHAPTER I**

## **INTRODUCTION**

### **A. Background**

An internship is a short-term work experience that is monitored by a supervisor. It supported by the constitution in Indonesia which is stated in UUD No.13 2003:

“Pemagangan adalah bagian dari sistem pelatihan kerja yang diselenggarakan secara terpadu antara pelatihan di lembaga pelatihan dengan bekerja secara langsung di bawah bimbingan dan pengawasan instruktur atau pekerja/buruh yang lebih berpengalaman, dalam proses produksi barang dan/atau jasa di perusahaan, dalam rangka menguasai keterampilan atau keahlian tertentu.”

An internship is one of the subject in Business English Study Program – Diploma (D3) at Universitas Negeri Makassar. All students in Business English are required to conduct internship in a company, bank, government field, etc. In the internship process, students will get a chance to increase insight, adapt with real work field, and apply what they have learned in the collage.

In this occasion, the intern performs an internship at ICT Center UNM in Programming Division. The intern was assigned at the Programming Division by her supervisor so that she could apply the computer skills according to work requirements.

The internship was performed for approximately 2 months at the Programming Division, when the intern performed tasks like translating, editing web, making articles, and attending meeting with staff, so the intern applies her knowledge obtained from

campus such as Algoritma dan Pemrograman, Pemrograman Web, Translating in Literal Text, Communication, Interpersonal Skills, Management, and English for Meeting.

### **B. The Objectives of the Internship**

Based on the background which is mention above, the objectives of the internship are as follow:

1. To improve the student ability as a preparation to entering the working environment.
2. To figure out about habitual activity that is done in working environment or corporation, learn about honesty, friendliness, creativity, and time management.
3. To get a work opportunity that is integrated in doing business activities especially Computer Skill according to the subject of Business English that has been learned.
4. To help the students know how communicate effectively with another employee, and how to work in team or individually.

### **C. The Significances of the Internship**

#### **1. Theoretical Significance**

It gives contribution to the subject; English for Meeting and Negotiation, Algoritma dan Pemrograman, and Pemrograman Web, Translating in Literal Text, Communication, Interpersonal Skills, and Management.

#### **2. Practical Significances**

- a. Applying the knowledge that has been given in campus into the work place.
- b. Finding out the process of editing and managing a web.
- c. Getting experiences about professionalism and ethics behavior in work place.

## **CHAPTER II**

### **GENERAL DESCRIPTION**

#### **A. General Description of Company/Institution**

##### **1. Brief History of ICT Center UNM**

ICT Center is one of the supporting units in Makassar State University (UNM). This unit is responsible for providing services in the field of Information and Communication Technology (ICT) for students, lecturers, employees and all work units at Makassar State University. The ICT Center began with the formation of the Center for Information Technology Development Team (PPTI) in March 2005 under the coordination of BKS / SISDIKSAT UNM. BKS / SISDIKSAT is part of the East Indonesia cooperation body in the framework of developing the Satellite Education System. This system is becoming obsolete as the development of internet technology enables a cheaper, effective and efficient distance education system. Within one year, this unit has developed various ICT services in the UNM environment such as web servers, email servers, database servers, and local computer networks on each campus and inter-campus UNM networks at 4 different campus locations which are up to 5 km away and 2 campuses located outside the city, Bone and Pare-pare. UNM has been connected with the DIKTI backbone through the Inherent node at UNHAS by using a point-to-point canopy antenna. In addition, UNM is also connected to the National Education Network (Jardiknas) through the VSAT antenna. Activities that have been carried out include: improving intranet and internet access services, developing academic information systems, and increasing the ability of academic staff in developing ICT-based teaching materials and learning media.

## 2. Vision

Excellent and leading in the development of education and information technology and communication services with educational and entrepreneurial insight.

## 3. Mission

Build and maintain computer network infrastructure in the context of campus management information system applications and ICT-based learning management systems.

### B. Organizational Structure of ICT Center UNM

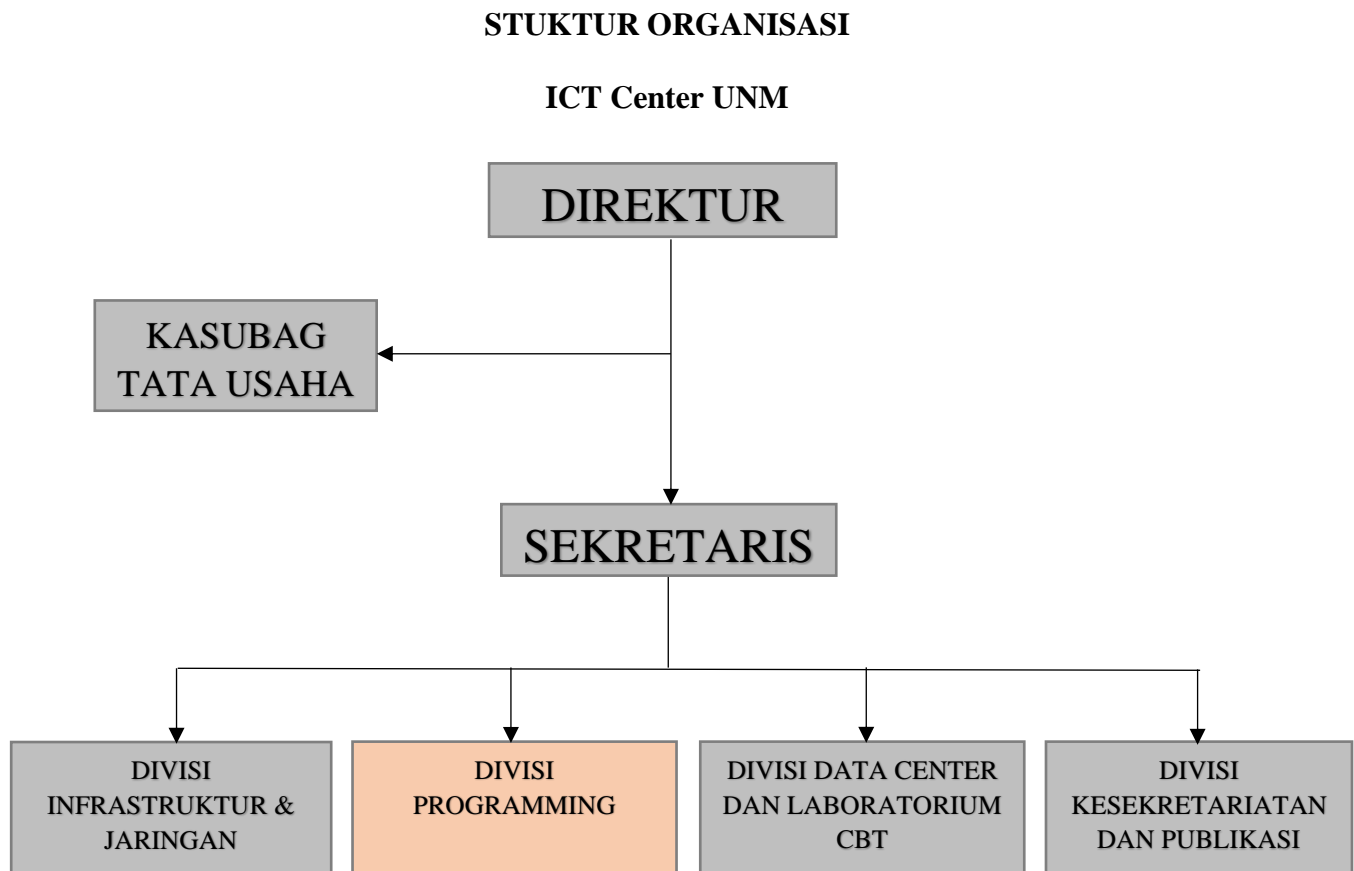


Figure 2.1 The Organizational Structure of ICT Center Universitas Negeri Makassar

### **C. Position and Personel**

1. Direktur : Dr. Eng. H. Muhammad Agung, ST., MT.
2. Secretary : Dr. Eng. Abdul Wahid, M.Kom.
3. Kasubag Tata Usaha : Syamsir, S.Kom.
4. Divisi Infrastruktur & Jaringan : Sulkifly, S.Kom
5. Divisi Programming : Dr. Eng. Jumadi, M.P., M.Kom.
6. Divisi Data Center : Basir Echsam, S.T.
7. Divisi Kesekretariatan dan Pub : Nurjannah

### **D. The Activities of Organization Structure**

#### **1. Direktur**

- a. To lead the implementation of the main tasks and function of the UPT ICT Center mandated by the university.
- b. To plan information and communication technology development to support learning activities, research, community services and administrative matters at Universitas Negeri Makassar.
- c. To develop strategic plans and work unit operational plans.
- d. To control the implementation of tasks and functions of all existing divisions.
- e. To conduct training of human resources in UPT ICT Center.
- f. To coordinate vertically with university leaders and work units within UNM.
- g. To report activities according to the main tasks and functional to the leadership.
- h. To conduct periodic monitoring and evaluation of the work unit has performances.
- i. To collaborate with outside parties to develop work units.

## **2. Sekretaris**

- a. To assist the head of the ICT Center work unit/director in carrying out the main tasks and functions.
- b. To plan the development of technology and information at UNM together with the Director of ICT Center UNM.
- c. To control the internal operation of the work unit.
- d. To develop a work unit secretarial task plan.
- e. To control the work unit secretarial function.
- f. To monitor and directly control the performance of all existing divisions.
- g. To make periodic reports on the performance of work units and all issues to the Director of the ICT Center.
- h. To prepare work unit reports to University leaders.
- i. To control the financial function of work units.

## **3. Kasubag Tata Usaha**

- a. To manage UNM Academic Information System (SIA) and coordinate directly with BAAK.
- b. To report to the Forlap Dikti periodically.
- c. To report the work to the ICT Center director.

## **4. Divisi Infrastruktur & Jaringan**

- a. To prepare a network system development plan of Universitas Negeri Makassar.
- b. To directly control the operation of the network system within the university and all existing units, namely: intranet, internet and hotspot/access point.
- c. To arrange and maintain cabling and switching systems.

- d. To manage bandwidth, routing and firewall.
- e. To do a complete network topology mapping.
- f. To coordinate other networks in the units (Inherent, Jardiknas, PJJ, etc.)
- g. To conduct periodic checks on all assets and equipment under his division.
- h. To supervise and direct the human resources directly whose structure is under the Network Division.
- i. To report the results of work to the Director to ICT Center.
- j. To conduct direct coordination with the work unit secretary in the implementation of daily tasks.

#### **5. Divisi Programming**

- a. To develop an integrated information system development plan at UNM.
- b. To arrange the system of recording/backing up and securing data and information in the UNM data center periodically.
- c. To coordinate and directly control all information systems developed by work units towards integrated database information systems.
- d. To develop information system software and process data centers according to the needs of work units within the scope of UNM.
- e. To develop and manage university websites.
- f. To perform the software installation service function for all units that need it.
- g. To serve the requests for data and information by all work units in need for the progress of the university.
- h. To conduct periodic checks of all assets and equipment under his division.
- i. To supervise the HR directly whose structure is under the Programming Division.

- j. To provide operational information system technical assistance to units in need.
- k. To report the results of work to the Director of the ICT Center.
- l. To conduct direct coordinate with the work unit secretary in the implementation of daily tasks.

#### **6. Divisi Data Center & Laboratorium CBT**

- a. To develop a plan for developing a computer and hardware laboratory in accordance with the requirements of the ICT Center UNM.
- b. To manage and maintain all data center resources owned by UNM.
- c. To manage the usage schedule of all computer laboratories user the ICT Center unit.
- d. To provide recommendations for specifications and hardware to be purchased.
- e. To perform maintenance of all computer laboratory assets both hardware and computer and multimedia operating systems in the ICT Center and university environment.
- f. To conduct periodic checks on all assets and equipment under his division.
- g. To supervise and direct HR directly whose structure is under Laboratory and Assets Division.
- h. To report the results of work to the Director of ICT Center.
- i. To conduct direct coordination with the work unit secretary in the implementation of daily tasks.

#### **7. Divisi Kesekretariatan & Publikasi**

- a. To develop a secretarial development plan and ICT Center UNM unit office.
- b. To arrange ICT unit programs and activities.



- c. To coordinate with the division coordinators in the preparation of programs and activities.
- d. To control the implementation of programs and activities.
- e. To manage the storage system and issuance of manuscript letters to and from the ICT Center UNM.
- f. To provide helpdesk complaints from the UNM academic community to be followed up and/or forwarded to the relevant work divisions.
- g. To check the official documents/manuscripts to sign or to be processed by the Director of the ICT Center of UNM.
- h. To supervise the implementation of the work programs of existing work divisions.
- i. To provide photo documentation services of UNM's scope of activities.
- j. To perform operations and maintenance of UNM drones.
- k. To provide live streaming services, video conferencing and other online services to units at UNM.
- l. To report any activities to the head of the unit and or through the ICT Center website.
- m. To carry out other tasks on the instructions given by the Director of the ICT Center.
- n. To report the work to the ICT Center Director.
- o. Conduct direct coordination with the work unit secretary in the implementation of daily tasks.

### **E. Job Description**

1. Meeting with all staff in Programming Division.
2. Doing data input into website application of UNM.
3. Editing and managing official website of ICT UNM.
4. Translating book Industrial Wireless Sensor Networks.
5. Making and posting article.

## **CHAPTER III**

### **SPECIFIC INFORMATION**

#### **A. Place of Internship**

The internship was carried out at ICT Center UNM, which is located on Jl. A. P. Pettarani Makassar, Menara Pinisi UNM Lantai 2 – Wing B. The Distance between ICT Center UNM and UNM Parang Tambung about five km. You will get through Mallengkeri street, Alauddin street, and Pettarani Street to find the office. The Writer was placed at Programming Division which is located at the second floor.

#### **B. Time of Internship**

The intern conducted the internship at ICT Center UNM for nine weeks, started from 17 June to 9 August 2019. The working days are 5 days effective in a week from Monday to Friday and the working hours start from 08.00 am to 05.00 pm every day, but at 12.00 am to 01.30 pm is break time for lunch.

#### **C. Internship Procedure**

##### **1. Before Internship**

Before conducting the internship, the intern did the following steps:

- a. Sending internship application to ICT Center UNM
- b. Interviewed by the head of Divisi Programming
- c. Conforming the acceptance from ICT Center UNM

##### **2. During Internship**

###### **a. Observation**

During internship, the intern observed about the daily activities at the office continuously until the internship finish. To collect data by observation, the

intern observed the staff's skills, position and operational system in the organization and then noted was obtained from observation.

**b. Interview**

When there was a break time, the intern interviewed the employees of organization by giving some questions. Not only interviewed the employees but also the supervisor who was able to give accurate information such as what is the main activity of ICT Center UNM.

**c. Documents**

The intern also read the official website of the organization to get more complete information like brief history, vision, and mission. Besides that, the supervisor also send some information by email that there is not available in website, such as the organizational structure and the activities of each division.

## **CHAPTER IV**

### **OUTCOMES AND BENEFITS**

#### **A. Outcomes**

The intern was placed at Divisi Programming in ICT Center UNM. Some knowledge and skills that the intern did during the internship in assisting the officer to do some responsibilities are as follow:

1. English

- a. Translating an industrial network book.

Example:

1) From English

“General objective in the environmental monitoring is an efficient information gathering, used both for prevention (real-time or postponed) and analysis. The migration from the wired sensor networks to their wireless counterpart brings numerous advantages by facilitating the deployment and information gathering process.”

2) Into Indonesia

Tujuan umum dalam pemantauan lingkungan adalah pengumpulan informasi yang efisien, digunakan baik untuk mencegah (tepat waktu atau ditunda) dan analisis. Migrasi dari jaringan sensor kabel ke mitra nirkabelnya membawa banyak keuntungan dengan memfasilitasi penyebaran dan proses pengumpulan informasi.

- b. Making article.

2. Computer & Applications

- a. Editing and managing official website of ICT Center UNM.
- b. Doing data input into UNM website application.
- c. Uploading articles.

3. Management

- a. Managing data of all staff in the division.
- b. Time management.

4. Communication

- a. Presenting job evaluation at a weekly meeting with all staff in division.
- b. To communicate with client who need a help or information about the website application of UNM.

5. Interpersonal Skill

- a. Building a good relationship with all staff.
- b. Be responsible for the work given by supervisor.

**B. Benefits**

After conducting an internship, there are some benefits as follow:

1. The intern have an opportunity to apply acquired knowledge to real work experiences.

In addition to learning the specialized skills of a particular field, the intern also learn some skills such as communication, teamwork, and computer proficiency are also obtained in an internship, fully preparing the intern to enter the workforce upon graduation.

2. Student of Business English have a chance to apply theory to practice.

3. Business English Study Program has a place to evaluate the theory especially what needs to be prepared to improve student skills before conducting internship and/or entering workplace.
4. Universitas Negeri Makassar is increasingly known and can collaborate with companies in accepting students to do internship.
5. ICT Center UNM has an opportunity to introduce their office to the world of education so that it attracts students to work there after graduation.

## **CHAPTER V**

### **CONCLUSION AND SUGGESTION**

#### **A. Conclusion**

During the internship at ICT Center UNM start from June 17<sup>th</sup> to August 9<sup>th</sup>, 2019, the intern learn and understand the work of the organization that can improve and apply her skills especially computer skills. The intern was placed in Programming Division and did some works such as editing and managing web, making article, publishing article, and conducting experiments on UNM's new website application.

Before the internship, the intern only knew the theory of database, how to work in a team and individual effectively, how to write a good paragraph, and how to communicate well in the workplace. After the internship, the intern becomes better in communication and computer skills. Not only that, but some interpersonal skills also obtained after the intern did the internship such as respect others, build a good relationship and cooperation with others, be more responsible and disciplined for what is mandated.

#### **B. Suggestion**

To maximize the cooperation between Diploma-III English Language (Business English) and the company, the intern gives some suggestion in following:

1. Before conducting an internship, it is better for student to do observations about the office first.
2. Business English Study Program should have a special cooperation with certain company for student internship.
3. ICT Center UNM is highly recommended office to do internship.



## BIBLIOGRAPHY

<https://ict.unm.ac.id/>

Business English Program. 2016 : *Panduan Penulisan Laporan Praktek Kerja Lapangan*. Makassar : FBS UNM.

Wahdaniah. 2018 : *A Report of Internship at Culture and Tourism Department of Makassar*. Makassar ; FBS UNM.






Hijrah Tul Muntahana. 2019 : *A Report of Internship at PT. Biota Wisata Tour and Travel*. Makassar ; FBS UNM.





## **APPENDICES I.**

### **Attendance List**

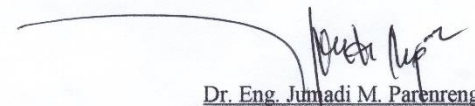
**PELAKSANA PRAKTEK KERJA LAPANGAN  
PROGRAM STUDI BAHASA INGGRIS D-III  
DAFTAR NILAI PESERTA PRAKTEK KERJA LAPANGAN**

Nama Peserta : Ade Ervina Reski  
Tempat / Unit Kerja : ICT Center UNM / Divisi Programming  
Waktu PKL : 17 Juni – 09 Agustus 2019

NO.	Weeks	Day/Date	Daily Activites	Sign
1.	Pertama	Senin-Jumat 17-21 Juni 2019	<ol style="list-style-type: none"> <li>1. Membaca panduan SIKD</li> <li>2. Mengambil surat penelitian di lantai 10</li> <li>3. Translate buku Industrial Wireless Sensor Networks</li> <li>4. Rapat rutin staf divisi programming</li> <li>5. Mempelajari web ICT (diberi akun admin)</li> </ol>	
2.	Kedua	Senin-Jumat 24-28 Juni 2019	<ol style="list-style-type: none"> <li>1. Translate buku Industrial Wireless Sensor Networks</li> <li>2. Rapat rutin staf divisi programming</li> <li>3. Memberikan hasil translate menggunakan link melalui google drive</li> </ol>	
3.	Ketiga	Senin-Rabu 1-3 Juli 2019	<ol style="list-style-type: none"> <li>1. Mengedit profil web ICT</li> <li>2. Rapat rutin staf divisi programming</li> </ol>	
4.	Keempat	Rabu-Jumat 10-12 Juli 2019	<ol style="list-style-type: none"> <li>1. Mendata semua staf dan pegawai ICT Center UNM untuk kelengkapan aplikasi SI-KINERJA UNM</li> <li>2. Mengumpulkan data untuk membuat artikel</li> <li>3. Membuat artikel tentang aplikasi baru pendaftaran KKN UNM</li> </ol>	
5	Kelima	Senin-Jumat 15-19 Juli 2019	<ol style="list-style-type: none"> <li>1. Membuat artikel tentang aplikasi baru pendaftaran KKN UNM</li> <li>2. Membagikan artikel menggunakan google drive untuk diperiksa</li> <li>3. Mengedit ulang artikel aplikasi baru pendaftaran KKN UNM</li> </ol>	

			<ol style="list-style-type: none"> <li>4. Membuat akun Logistic Disaster, aplikasi peduli bencana UNM</li> <li>5. Uji coba aplikasi Logistic Disaster</li> <li>6. Menyusun biodata dan lembar jawaban tes mandiri UNM</li> </ol>	
7.	Keenam	Senin-Jumat 22-26 Juli 2019	<ol style="list-style-type: none"> <li>1. Menerbitkan artikel aplikasi baru pendaftaran KKN UNM di web ICT Center UNM</li> <li>2. Translate</li> <li>3. Membuat langkah-langkah penggunaan aplikasi Logistic Disaster</li> <li>4. Uji coba aplikasi Logistic Disaster</li> </ol>	
8.	Ketujuh	Senin-Jumat 29 Juli-2 Agustus 2019	<ol style="list-style-type: none"> <li>1. Mengedit postingan di web ICT Center UNM</li> <li>2. Pembagian jadwal jaga stand pameran ICT Center UNM pada kegiatan Dies Natalis UNM</li> <li>3. Menjaga stand pameran ICT Center UNM pada kegiatan Dies Natalis UNM</li> <li>4. Membuat link pendek di bit.ly</li> </ol>	
9.	Kedelapan	Senin-Jumat 5-9 Agustus	<ol style="list-style-type: none"> <li>1. Menginput semua nama Desa yang ada di Kota Makassar ke google earth untuk aplikasi Logistic Disaster</li> <li>2. Mengedit Menu web ICT Center UNM</li> <li>3. Presentasi evaluasi PKL</li> </ol>	

Makassar, 9 Agustus 2019  
Pembimbing Teknis

  
Dr. Eng. Jumadi M. Parenreng  
NIP: 197811032010121002

## **APPENDICES II.**

### **Evaluation Form**

**PELAKSANA PRAKTEK KERJA LAPANGAN  
PROGRAM STUDI BAHASA INGGRIS D-III  
DAFTAR NILAI PESERTA PRAKTEK KERJA LAPANGAN**

Nama Peserta : Ade Ervina Reski  
Tempat / Unit Kerja : ICT Center UNM / Divisi Programming  
Waktu PKL : 17 Juni – 09 Agustus 2019

No.	Komponen yang di nilai	Nilai	Keterangan
I	Sikap		
	1. Penampilan	88	A
	a. Kebersihan	88	A
	b. Kerapihan	88	A
	2. Disiplin	88	A
	3. Perilaku		
	a. Sopan santun	88	A
	b. Kejujuran	88	A
	c. Kerjasama	88	A
	4. Ketelitian	88	A
	5. Tanggung jawab	88	A
	6. Inisiatif		
	a. Kreativitas	88	A
	b. Aktifitas	88	A
II	Prestasi		
	1. Pengetahuan	90	A
	2. Keterampilan	90	A
	<b>JUMLAH</b>		

Nilai = \_\_\_\_\_ = 88.3 ( ..... )  
8

Nilai predikat = A- ( ..... )

Mengetahui,

Ketua Prodi Business English  
Jurusan Bahasa Inggris FBS UNM



Dr. Fauman Hidayahni Amin, M.Pd.M.A  
NIP. 9830222005012002

Makassar, 9 Agustus 2019  
Pembimbing Teknis

Dr. Eng. Jumadi M. Parenreng  
NIP. 197811032010121002

## **APPENDICES III.**

### **Internship Product**



[illegible]

Attendance list; taken by the intern (9/8/19)

A blank ledger sheet is shown, placed on a wooden desk. The sheet has six columns with the following headers: 'No.', 'Nama', 'Pekerjaan', 'Pendidikan', 'Tempat', and 'No. 20'. The rows are separated by dashed lines. To the left of the sheet is a black computer keyboard, and to the right is a black computer mouse. The sheet is slightly tilted and appears to be part of a larger set of papers.

Collecting data of all staff; taken by the intern (10/7/2019)

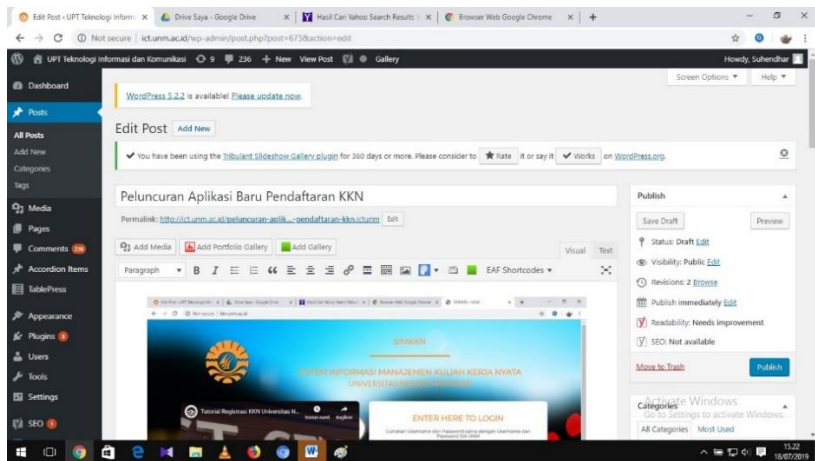
A photograph of a cluttered desk with several sheets of paper, some of which are spreadsheets. A yellow highlighter is visible on the right side of the desk. The spreadsheets contain various data, including names, dates, and numerical values. Some cells are highlighted in yellow. The desk surface is dark, and there are some papers and a small white container in the background.

Arranging the UNM exam file; taken by the intern (19/7/19)

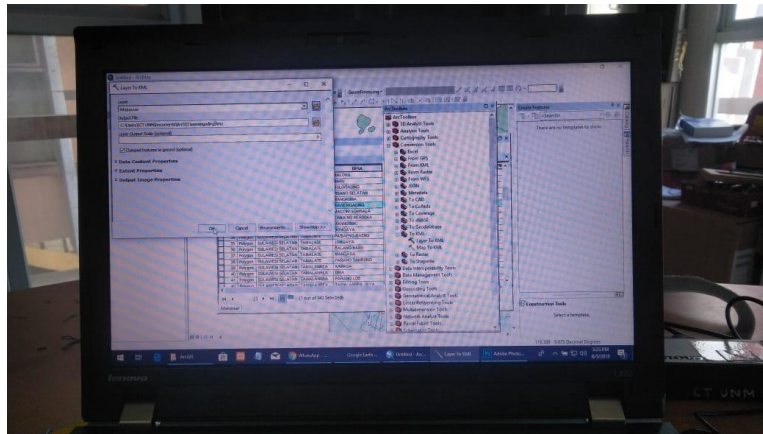


## **APPENDICES IV.**

### **Documentations**



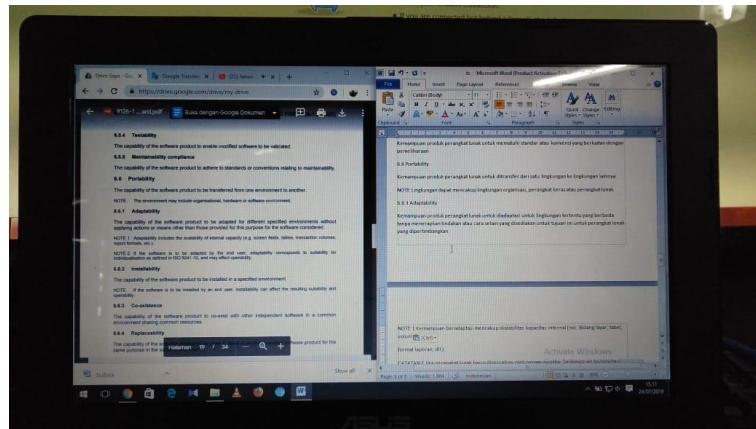
Making articles; taken by the intern (22/7/19)



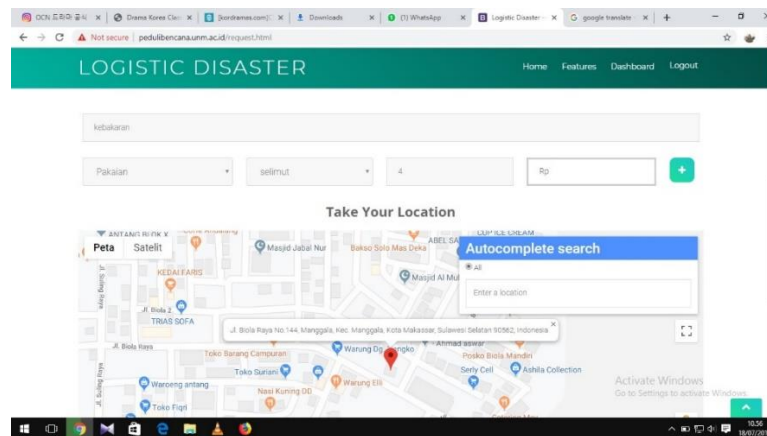
Doing data input into UNM website application; taken by the intern (26/7/19)



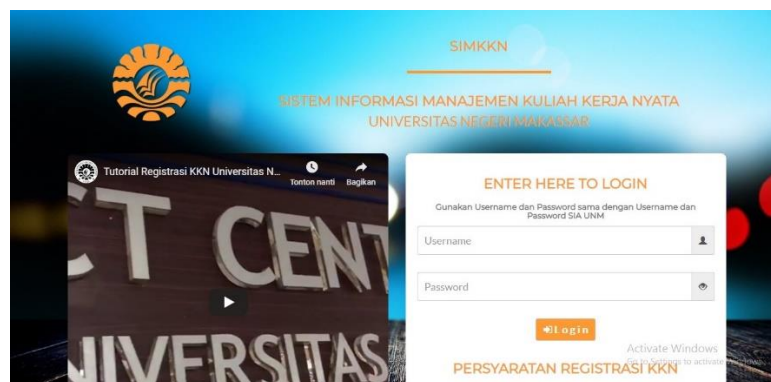
Editing and managing official website of ICT Center UNM; taken by the staff (29/7/19)



Translating an Industrial Network book; taken by the intern (24/7/19)



Testing a new website application of UNM; taken by the intern (26/7/19)



Testing new application of KKN UNM; taken by the intern (15/7/19)



Presenting job evaluation; taken by the supervisor (9/8/19)



Taking a picture with the director and all staff in the division (9/8/19)

## **CURRICULUM VITAE**



Ade Ervina Reski, was born on December 11<sup>th</sup>, 2000 in Kacci-kacci, Bontonompo, Gowa. She is the first child of of S. Reski, S.Pd.,M.Pd and Irma, S.Pd.i. She is a Moslem. Her hobby is reading a novel.

In 2011, she finished her elementary school at Madrasah Ibtidaiyah Muhammadiyah Kacci-kacci, and continued to junior high school at SMPN 3 Bontonompo and graduated in 2014. After that, she continued

to senior high school at SMAN 1 Polewali and graduated in 2017.

In 2017, she has been accepted as a student at Universitas Negeri Makassar, especially in English Department, Business English Study Program.